



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Public Safety Driver Support Division Accident Reporting Unit P. O. Box 1456 Atlanta, Georgia 30301	Application Number 77-438-A	
Application Number		Date Received JUL 13 1984	Date Completed AUG 6 1984
2. Person to Contact Ms. Brenda Raines		Working Title Supervisor	Telephone Number 5898
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>77-438A</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <u>1983</u> Latest <u>present</u>		5. Records Series Title (followed by title used in office, if different) <u>Traffic Accident Investigation File</u>	
6. Division and Office Function Driver Support Division Provides administrative and supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Insurance and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Safety Unit. The responsibilities of the Division are directed toward the improvement of driver capabilities, motor vehicle safety, accident and enforcement reporting, and assurance of driver insurability.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>Investigating motor vehicle accidents.</u> Included are: <u>Traffic Accident Investigation Form DPS 523 and related material</u> File is arranged: <u>Numerically by accident report number.</u>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1000</u> ; Seven to twelve months old <u>500</u> ; Thirteen to twenty-four months old <u>100</u> ; twenty-five months and older <u>25</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>XXX</u> ; Legal-size drawers _____; Shelves _____; Other (specify) <u>approximately 100 rolls of film per year.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <u>Annual Report</u>
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Monthly summary</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? as of <u>1-1-84</u>
X		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>10</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

The Department is frequently asked to product reports in court

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) 10 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Paper: Upon receipt of document, create two microfilm copies (reference and security) then; place information in computer; then hold in CFA one month or until verified on microfilm and computer; then transfer to Department of Transportation for their use; then destroy.

Microfilm: Reference copy - hold in CFA 10 years then destroy.

Microfilm: Security Copy- Cut off file at end of 90 days and transfer to State Record Center; hold 10 years; then destroy.

Brenda Gaines
Supervisor of Accident Reporting

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	<u>26 June 1984</u>	<u>[Signature]</u>	<u>6/20/84</u>

State Records Committee (Signature)	Date
State Auditor/Designee <u>[Signature]</u>	<u>8-2-84</u>
Secretary of State/Designee <u>[Signature]</u>	<u>7/31/84</u>
Attorney General/Designee <u>[Signature]</u>	<u>8/3/84</u>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISIONFile 13
INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Public Safety Driver Support Division Accident Reporting Unit Post Office Box 1456 Atlanta, Georgia 30301	Application Number	77-438-A
Application Number		Date Received JUN 13 1978	
2. Person to Contact Captain E. R. Stephenson		Working Title Supervisor	Telephone Number 656-5898
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-438 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970 Latest Present		5. Records Series Title (followed by title used in office, if different) Traffic Accident Investigation File	
6. Division and Office Function Driver Support Division Provides administrative and supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Insurance and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Safety Unit. The responsibilities of the Division are directed toward the improvement of driver capabilities, motor vehicle safety, accident and enforcement reporting, and assurance of driver insurability.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Investigating motor vehicle accidents. Included are: Traffic accident investigation report, Form DPS-523, and related material. File is arranged: Numerically by accident report number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 2,500; Seven to twelve months old 2,500; Thirteen to twenty-four months old 1,500; twenty-five months and older 1,000?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) Approximately 150 to 200 microfilm cart.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed? Has been discontinued
X		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept: 6 years

- | | | | | | |
|--------------------------|---|--------|-----------------------------------|---|--------|
| a. State Law | X | years. | d. Audit period | | years. |
| b. Statute of limitation | | years. | e. Administrative need | X | years. |
| c. Federal law | | years. | f. Federal retention instructions | | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

(cite law) 570-2-.01 Public Availability of Accident Reports

State law requires that the Department furnish copies for court purposes.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

() concur
() nonconcur

[Signature]
Supervisor, Accident Reporting Section

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	6/13/78	San Wilson C.R.M.	6/12/78
Recommendations in paragraph-12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	6-20-78
		Canace Haro	6/19/78
		W. H. Hill	6/20/78



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Application Number		Date Received OCT 31 1977	Date Completed NOV 10 1977
2. Person to Contact Captain E. R. Stephenson		Working Title Supervisor	Telephone Number 656-5898
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>24</u> Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1976 Present		5. Records Series Title (followed by title used in office, if different) Traffic Accident Investigation File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Driver Support Division Provides administrative and supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Insurance and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Safety Unit. The responsibilities of the Division are directed toward the improvement of driver capabilities, motor vehicle safety, accident and enforcement reporting, and assurance of driver insurability.			
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8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2,500</u> ; Seven to twelve months old <u>2,500</u> ; Thirteen to twenty-four months old <u>1,500</u> ; twenty-five months and older <u>1,000</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Approximately 150 to 200 microfilm cart.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: 10 years

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>X</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>X</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

(cite law)

State law requires that the Department furnish copies for court purposes.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Paper: Upon receipt of document, create two microfilm copies (reference and security) then; place information in computer; then hold in CFA one month or until verified on microfilm and computer; then destroy.

Microfilm: Reference copy - hold in CFA 10 years then destroy.

These instructions apply to all prior and future accumulations of the series.

Microfilm: Security copy - hold in RC 10 years then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			10-25-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			11-8-77
			11-7-77
			11-9-77